

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: August 23, 2004
TIME: 4:00 p.m.
LOCATION: Oshtemo Branch Library
Community Room
7265 West Main Street
Kalamazoo, Mi 49009

President Godfrey called the meeting to order at 4:05 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Lisa Godfrey and James VanderRoest. Absent: Loren Dykstra

Approval of Agenda: There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A note was received from former trustee Joan Van Zoeren thanking the board for remembering her during a recent illness.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of July 26, 2004

B. Personnel Items

Amy Clark moved to the position of Library Assistant 4, .75 time, assigned to Loan and Outreach Services, effective August 16, 2004. She had been working as a .5 Library Assistant 3, Youth and Branch Services, assigned to Oshtemo and Washington Square Branches.

Disposition: The board accepted the minutes of the meeting of July 26, 2004 with one correction, and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending July 31, 2004

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the period ending July 31, 2004.

MOTION: **MR. BROWN MOVED AND MR. VANDERROEST SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2004 AS RECOMMENDED.**



MOTION CARRIED 6-0.

The Financial Reports for the period ending July 31, 2004 were accepted.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. Bookmobile Recommendation

Recommendation: **The director recommended the board authorize him to trade in the library's current bookmobile for a smaller, used vehicle that is expected to become available from Farber Specialty Vehicles in March of 2005.**

Executive
Summary:

Our current bookmobile, first put on the road in March of 2000, has experienced a series of mechanical problems that have caused an unacceptable level of interruptions of service to patrons. While frequent generator problems are relatively common on all types of bookmobiles, we have had a series of difficulties related to fuel lines, braking system, the speedometer, electronic systems as well as a variety of other issues.

In addition to the mechanical problems, because of the size and weight of our vehicle drivers are required to obtain a CDL-B driver's license, which is equivalent to the license required for semi truck drivers. This makes it difficult to recruit bookmobile drivers and to provide substitute drivers when needed.

Although we have been unable to tabulate how many days have been lost each year due to mechanical difficulties or the lack of licensed drivers, we believe we lose service at least 2-3 days each month, and there have been occasions when the service has been down for a week at a time, usually because of the unavailability of replacement parts. It is estimated that 20% of the lost days are driver related.

Several times in the last four years we have contacted Farber Specialty Vehicles to express our frustrations with the vehicle's unreliability. We recently came to a tentative agreement, subject to board approval. They will pay us \$30,000 for our current vehicle. They will sell us a nine-year old fully reconditioned 30-foot vehicle with a good service record for \$21,000. That vehicle is being traded in on a new model. There will be an additional cost to KPL to paint it to feature our logo information.

From this point, the expected life of the current vehicle is six to eight years. It is unknown whether the mechanical problems will abate. The problems related to the CDL-B license will remain with the current vehicle. The used vehicle we are proposing to purchase also has an expected life of six to eight year lifespan, and a much better history of reliability. Drivers will not need a CDL-B license because the bookmobile does not exceed 26,000 pounds since it is four feet shorter than our current vehicle. It will also have a wheelchair

lift, making it more accessible for patrons. It will hold several hundred fewer books than our current vehicle, but the goal is to get to our stops.

This arrangement will not affect the budget negatively. KPL should receive a check for a few thousand dollars. Our agreement also calls for KPL to share in any profit over \$30,000 Farber Specialty Vehicles is able to realize when they sell our vehicle. Susan Warner, Head of Youth and Branch Services, and Joanna Lundberg, Lead Librarian at Oshtemo, are both supportive of this move.

MOTION: IT WAS MOVED BY MS. DESHON AND SUPPORTED BY MS. ADDISON TO AUTHORIZE MR. AMDURSKY TO TRADE IN THE LIBRARY'S CURRENT BOOKMOBILE FOR A SMALLER, USED VEHICLE THAT IS EXPECTED TO BECOME AVAILABLE FROM FARBER SPECIALTY VEHICLES IN MARCH OF 2005.

Discussion: Ms. Joanna Lundberg, Lead Librarian for Oshtemo and Bookmobile, and Dale Ford, Bookmobile Driver, both spoke in support of this recommendation. Ms. Lundberg said staff is committed to delivering service, but frustrated by the vehicle's unreliability and the difficulty in providing substitute drivers when needed. She added they often use their own vehicles to take reserved books to patrons at stops when the vehicle is not available.

President Godfrey thanked Ms. Lundberg and Mr. Ford for their comments and asked them to convey to the bookmobile staff the board's appreciation for going above and beyond what is expected by using their own vehicles to provide bookmobile service to patrons.

In response to a question from Mr. VanderRoest regarding whether the refurbished bookmobile will come with a warranty, Mr. Amdursky did not think that was the case but will inquire.



MOTION CARRIED 6-0.

B. Unauthorized Release of Information Policy

Recommendation: The director recommended the board adopt an "Unauthorized Release of Information" policy.

MOTION: IT WAS MOVED BY MS. DESHON AND SUPPORTED BY MR. BROWN TO ADOPT THE PROPOSED "UNAUTHORIZED RELEASE OF INFORMATION" POLICY AS RECOMMENDED.

Executive
Summary:

The director explained we perform drivers' license checks on applicants and employees who drive library vehicles. In the past, we have submitted requests for such checks to the state via fax for a \$7 fee. The state is now offering a free subscription service, via the Internet, to allow authorized people to access the database directly to do their own searches.

Subscribing to this service requires an "employee discipline policy" to address "unauthorized release of information." It must be the equivalent or more severe than that of the state agency.

Basically the first paragraph of the proposed policy is lifted from our employee handbooks; the second and third paragraphs are very similar to the state policy. Although the motivation for this policy is the drivers' record checks, the policy is broader than that and would cover all staff members, not just those who have access to driving records.

This policy has been reviewed by our attorney and is supported and recommended to the full board by the Personnel Committee.

Discussion: Mr. VanderRoest said he thinks this policy is applicable to all staff and could have implications for other employees in other situations. He asked how it might affect the release of information from the patron records of minors. Mr. Amdursky did not think it would have any effect on our procedures.



Motion carried 6-0.

REPORTS

C. Oshtemo Branch Report

Presentation: Joanna Lundberg, Lead Librarian for Oshtemo and Bookmobile, provided an oral report on the history of the Oshtemo Branch and current activities and programs taking place there.

Discussion: President Godfrey asked if it has been a problem housing the bookmobile since the branch was remodeled several years ago to include a garage. Ms. Lundberg said there were no problems and that it has worked out well; in fact having the bookmobile collection on site helps staff fill patron requests for materials.

In response to a question from Mr. VanderRoest, Ms. Lundberg indicated there have been no recent boundary line problems with neighbors. Mr. VanderRoest also suggested considering use of the township park next door in some way to enhance programming, and in answer to a question about the possibility of a Metro Transit bus stop at the branch, Mr. Amdursky noted that Terry Lason, Head of Loan and Outreach Services, is checking into extending the Metro Transit route to add a bus stop at Oshtemo.

Disposition: Trustees thanked Ms. Lundberg for sharing information about Oshtemo Branch Library.

V. COMMITTEE REPORTS

A. Finance & Budget Committee – no report.

B. Personnel Committee

Ms. Addison reported and executive session is needed in order to discuss personnel matters related to contract negotiations with union employees.

VII. OTHER BUSINESS

A. Directors Report

In addition to the written report, Mr. Amdursky noted David Milling & Associates was not awarded the contract to design the Missouri River Regional Library. Library representatives visited KPL in August to tour the building and speak with library building committee members about our experience with DMA.

In response to a question from President Godfrey about how the self-check out system is being received by patrons, Mr. Amdursky said it seemed to be going well though it is still too early to be able to provide a solid report.

Ms. Addison noted circulation reports indicate library usage was down in July. Mr. Amdursky said he hopes this was a one-month anomaly. We will be looking at this situation in more depth, especially if the trend continues.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

There were no comments from trustees.

X. EXECUTIVE SESSION

MOTION: IT WAS MOVED BY MR. VANDERROEST AND SUPPORTED BY MR. BROWN TO MOVE TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATED TO EMPLOYEE CONTRACT NEGOTIATIONS.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Ms. DeShon – yes; Ms. Addison – yes; Dr. Brown – yes; President Godfrey – yes.



**Motion carried 6-0.
The meeting moved to executive session at 4:45 p.m.**

MOTION: MR. VANDERROEST MOVED AND MS. DESHON SUPPORTED A RETURN TO PUBLIC SESSION.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Ms. DeShon – yes; Ms. Addison – yes; Dr. Brown – yes; President Godfrey – yes.



**Motion carried 6-0.
The meeting returned to public session at 5:43 p.m.**

XI. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:44 p.m.

Amy DeShon, Secretary